



# CITY OF OAKLAND

## TRAVEL EXPENSE VOUCHER

| Period | Batch # | Type | Item |
|--------|---------|------|------|
|--------|---------|------|------|

|  |  |  |  |                                     |  |
|--|--|--|--|-------------------------------------|--|
| 1. Employee Name<br><b>Andrew Norleen</b>  |  | 2. Position Title<br><b>Electronics Technician</b> |  | 3. Vendor Number                    |  |
| 4. Department<br><b>ITD</b>  |  | 5. Travel Destination<br><b>Las Vegas</b>          |  | 6. No. of Work Days<br><b>5</b>     |  |
| 7. Funding Source:<br><input type="checkbox"/> Budgeted<br><input type="checkbox"/> Funds Available <input type="checkbox"/> Other |  | 8. Departure Date<br><b>03/15/2015</b>             |  | 9. Return Date<br><b>03/20/2015</b> |  |
| 10. Purpose of Travel  |  |  |  |                                     |  |
| 11. If City Vehicle Used:<br>Vehicle Number _____ Model _____<br>Odometer Reading _____ Start _____ End _____<br>Miles <b>0.00</b> |  |  | 12. If Private Vehicle Used:<br>License No. _____<br>Model _____<br>Vehicle Approved for City Yes <input type="checkbox"/> No <input type="checkbox"/> |                                     |  |

### TRAVEL EXPENSE CLAIM

| 13. Day of Week/Date | 03/15/2015 | 03/16/2015 | 03/17/2015 | 03/18/2015 | 03/19/2015 | 03/20/2015 |  |  | TOTALS |
|----------------------|------------|------------|------------|------------|------------|------------|--|--|--------|
|----------------------|------------|------------|------------|------------|------------|------------|--|--|--------|

### TRANSPORTATION EXPENSE

|                          |        |                                  |  |  |       |  |  |       |          |
|--------------------------|--------|----------------------------------|--|--|-------|--|--|-------|----------|
| 14. Airplane             | 674.03 | - PACKAGE (includes Air & Hotel) |  |  |       |  |  |       | \$674.03 |
| 15. City Car Expense     |        |                                  |  |  |       |  |  | 0.00  |          |
| 16. Private Car Expense  |        |                                  |  |  |       |  |  | 0.00  |          |
| 17. Local Transportation |        |                                  |  |  |       |  |  | 0.00  |          |
| 18. Parking              |        |                                  |  |  |       |  |  | 0.00  |          |
| 19. Tolls                | 34.46  | 28.00                            |  |  | 22.00 |  |  | 84.46 |          |

### REGISTRATION

|                  |          |  |  |  |  |  |  |          |
|------------------|----------|--|--|--|--|--|--|----------|
| 20. Registration | 1,099.00 |  |  |  |  |  |  | 1,099.00 |
| 21. Special Fees |          |  |  |  |  |  |  | 0.00     |

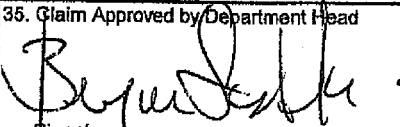
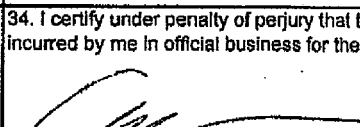
### SUBSISTENCE EXPENSE (Per Diem)

|                      |  |  |  |  |  |  |  |      |
|----------------------|--|--|--|--|--|--|--|------|
| 22. Full Per Diem    |  |  |  |  |  |  |  | 0.00 |
| 23. Adj. to Per Diem |  |  |  |  |  |  |  | 0.00 |

### MEALS (Per Diem)

|                             |                   |                 |                |                |                 |                 |               |                   |
|-----------------------------|-------------------|-----------------|----------------|----------------|-----------------|-----------------|---------------|-------------------|
| 24. Breakfast - \$11.00     |                   | 11.00           | 11.00          | 11.00          | 11.00           | 11.00           |               | 55.00             |
| 25. Lunch - \$16.00         |                   | 16.00           | <b>16.00</b>   |                |                 | 16.00           |               | 48.00             |
| 26. Dinner - \$29.00        | 29.00             | 29.00           | 29.00          | 29.00          | 29.00           | 29.00           |               | 174.00            |
| 27. Lodging Reservation Fee | 32.48             | 32.48           | 32.48          | 32.48          | 32.48           |                 |               | 162.40            |
| 28. Telephone/Telegram      |                   |                 |                |                |                 |                 |               | 0.00              |
| 29. Baggage Handling        | 25.00             |                 |                |                |                 | 50.00           |               | 75.00             |
| 30. Other                   |                   |                 |                |                |                 |                 |               | 0.00              |
| <b>TOTALS</b>               | <b>\$1,893.97</b> | <b>\$116.48</b> | <b>\$72.48</b> | <b>\$72.48</b> | <b>\$110.48</b> | <b>\$106.00</b> | <b>\$0.00</b> | <b>\$2,371.89</b> |

|             |                                    |                   |
|-------------|------------------------------------|-------------------|
| 31. Remarks | 32. Total Advances & Prepayments   | <b>0</b>          |
|             | 33. Balance Due to (From) Claimant | <b>\$2,371.89</b> |

|   |  |
|---|--|
| 35. Claim Approved by Department Head<br><br>Signature _____ Date <b>4-9-15</b> | 34. I certify under penalty of perjury that the above is a true statement of costs incurred by me in official business for the City of Oakland<br><br>Signature _____ Date _____ |
|---|--|

| City | Department | Account | Project | Activity | Amount | Accounting Use Only |
|------|------------|---------|---------|----------|--------|---------------------|
|      |            |         |         |          |        |                     |
|      |            |         |         |          |        |                     |
|      |            |         |         |          |        |                     |

Entered by \_\_\_\_\_

Date \_\_\_\_\_

Accounts Payable \_\_\_\_\_

Date \_\_\_\_\_

Refer to AI 120, Travel on City Business

travelvouch rev. 05.08

Print

Clear

Save

14



|  |  |  |  |  |  |
|--|--|--|--|--|--|
| 1. Employee Name<br><b>Andrew Norleen</b>  |  | 2. Date<br><b>02/05/15</b>   |  | 3. Vendor Number<br>   |  |
| 4. Department<br><b>ITD - Public Safety</b>  |  | 5. Position Title<br><b>Electronics Technician</b>   |  |  |  |
| 6. Travel Destination<br><b>Las Vegas</b>  |  | 7. Number of Work Days<br><b>5</b>   |  | 8. Departure Date<br><b>03/15/2015</b>                                       |  |
|  |  |  |  | 9. Return Date<br><b>03/20/2015</b>  |  |
| 10. Purpose of Travel<br><b>Attend IWCE 2015 to obtain training related to maintenance of wireless technology</b>  |  |  |  |  |  |
| 11. Funding Source<br><input type="checkbox"/> Budgeted <input type="checkbox"/> Other<br><input type="checkbox"/> Funds Available   |  | 12. Total Cost Estimate<br><b>\$ 2,562.20</b>  |  | 13. Name of Employee in Charge if Requestor is Department Head<br><b>n/a</b> |  |
| 14. Transportation<br><input type="checkbox"/> Use of City vehicle requested: <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement<br>Estimated round-trip miles      Estimated out-of-pocket costs \$ <b>\$218.20</b><br><input type="checkbox"/> Use of private vehicle requested: <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement<br>Estimated round-trip miles      Equivalent common carrier rate      Authorization Number<br><input type="checkbox"/> Use of rental vehicle requested<br><input type="checkbox"/> Upon invoice from travel agent or common carrier, prepare check in amount of |  |  |  |  |  |
| Payable to:  |  | For:   |  |  |  |
| 15. Registration or Special Fees<br>Fees for above event <b>\$1,200.00</b><br><input type="checkbox"/> Fee will be paid by employee for later reimbursement      Fees include:      Dates: <b>03/17/2015</b> to <b>03/20/2015</b><br><input type="checkbox"/> City will be billed      Breakfast \$11.00<br><input type="checkbox"/> Fee to be paid in advance \$      Lunch \$16.00<br>Make check payable to      Dinner \$29.00<br>and Mail check to:      Lodging      \$662.00   |  |  |  |  |  |
| 16. Subsistence<br><input type="checkbox"/> Subsistence will be paid by employee for later reimbursement.      Estimated cost<br><input type="checkbox"/> Advance requested for itemized expenditures.      Estimated cost<br><input type="checkbox"/> Advance per diem requested - provided check to employee in amount of<br>Full per diem rate for <b>4</b> days @ <b>\$56.00</b> /day      = <b>\$224.00</b><br>Travel per diem rates <b>2</b> days @ <b>\$29.00</b> /day      = <b>\$58.00</b><br>Less: Expenses included in registration fee      = <b>\$282.00</b>  |  |  |  |  |  |
| 17. Department Head Review<br><input checked="" type="checkbox"/> Approved<br><input type="checkbox"/> Not Approved<br>Signature <i>[Signature]</i> Date <b>2-27-15</b>  |  | 18. Department Remarks<br><b>two lunches are provided at the event.</b><br>Registration      1,200.00<br>Hotel      862.00<br>Meals <del>\$242</del> 282.00<br>Airline      218.20 |  | FOR ACCOUNTING ONLY  |  |
| 19. City Manager Review (If overnight accommodations required)<br><input type="checkbox"/> Approved<br><input type="checkbox"/> Not Approved<br>Signature      Date  |  | 20. City Manager Remarks   |  |  |  |
| <div style="display: flex; justify-content: space-between;"> <div>Entered By      _____</div> <div>Date      _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Accounts Payable      _____</div> <div>Date      _____</div> </div>  |  |  |  |  |  |



|      |                      |
|------|----------------------|
| Info | Availability & Rates |
|------|----------------------|

Click your check-out date,  
then edit how many rooms



### Reserve Rooms

Mirage

\$137.80 | avg nightly event rate

### Single Occupancy

| Sun      | Mon      | Tue      | Wed      | Thu      | Fri       |
|----------|----------|----------|----------|----------|-----------|
| 15       | 16       | 17       | 18       | 19       | 20        |
| \$131.00 | \$131.00 | \$131.00 | \$131.00 | \$131.00 | \$131.00  |
| Check-in |          |          |          |          | Check-out |

1

1 Reservations (5 Room Nights) \$689.00  
 Taxes & Fees \$172.68  
 Estimated Total \$861.68  
 Amount Charged Today \$0.00

Guarantee

\$146.72

22 2

- Wireless Internet Access
- Fitness Center Access
- Daily Newspaper
- Business Service Center Access
- Unlimited Local & Toll-Free Calls

Notes: Fee is not included in your nightly rate and will be collected upon check-in.

No Thanks

Add More Rooms

Reserve

Shop Other Hotels

Select Rooms

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## FARE DETAILS

|                         |          |
|-------------------------|----------|
| Base Fare (x1)          | \$176.75 |
| Federal Excise Tax (x1) | \$13.25  |

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|      |          |
|------|----------|
| Fare | \$190.00 |
|------|----------|

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|                              |         |
|------------------------------|---------|
| <u>Taxes &amp; Fees (x1)</u> | \$28.20 |
|------------------------------|---------|

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|                                  |                 |
|----------------------------------|-----------------|
| <b>TOTAL</b><br>for one traveler | <b>\$218.20</b> |
|----------------------------------|-----------------|

**Buenafior, Rafaelita**

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**From:** Cruise, David  
**Sent:** Tuesday, February 24, 2015 10:46 AM  
**To:** Buenafior, Rafaelita; Phan, Chung; Norleen, Andrew H  
**Subject:** RE: Travel request  
**Attachments:** Flight Estimate.pdf

Lita,

Please see the attached as the justification for all three travelers.

Thanks  
Dave

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**From:** Buenafior, Rafaelita  
**Sent:** Tuesday, February 24, 2015 10:36 AM  
**To:** Cruise, David; Phan, Chung; Norleen, Andrew H  
**Subject:** Travel request

All,  
Please submit airline info to support pricing estimate. Thanks.

**Lita Buenafior**  
Accountant II  
City of Oakland | Department of Information Technology  
150 Frank H. Ogawa Plaza | 7<sup>th</sup> Floor | Oakland, CA 94612  
(510) 238-4938 Office | (510) 238-2281 Fax  
[rbuenafior@oaklandnet.com](mailto:rbuenafior@oaklandnet.com)